



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

June 1, 2016

JENNIFER J. BROWN, TREASURER
FRIENDS OF JANE DITTMAR
PO BOX 974
CHARLOTTESVILLE, VA 22902

Response Due Date

07/06/2016

IDENTIFICATION NUMBER: C00585976

REFERENCE: 12 DAY PRE-CONVENTION REPORT (04/01/2016 - 04/17/2016)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 1 item(s):

- Schedule B of your report discloses information which potentially inflates your cash on hand. Please be advised that memo entries are used only to provide supplemental information on a reporting schedule. Your report discloses credit card payments as memos. Please provide clarifying information or amend your report to correct this discrepancy. (11 CFR § 104.3(b)(2))

Please note, you will not receive an additional notice from the Commission on this matter. Adequate responses must be received by the Commission on or before the due date noted above to be taken into consideration in determining whether audit action will be initiated. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action. **Requests for extensions of time in which to respond will not be considered.**

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended.

If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1138.

FRIENDS OF JANE DITTMAR

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Sincerely,

A handwritten signature in black ink that reads "Carolina Mongeon". The script is cursive and fluid, with the first name and last name clearly legible.

Carolina Mongeon
Sr. Campaign Finance & Reviewing Analyst
Reports Analysis Division

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